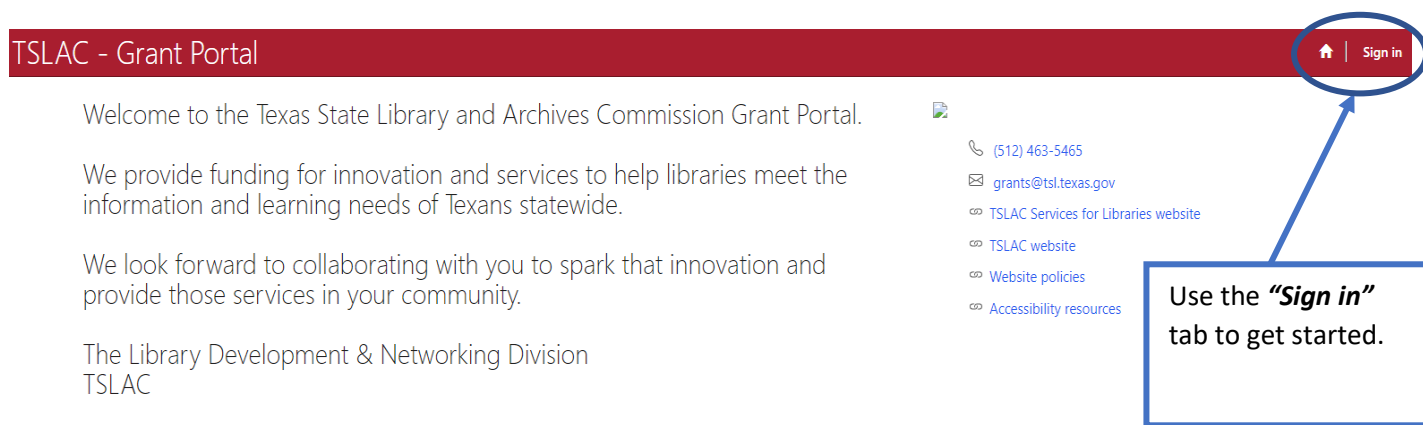# How to apply for the TSLAC Community Advancement Packages (CAP) Grant

Step 1: Log into your account.

- Navigate to the [Texas State Library and Archives Commission Grant Portal](https://grants.tsl.texas.gov) webpage: https://grants.tsl.texas.gov

- Log into the portal by selecting the "**Sign In**" button.

- You will need an active username and password in TSLAC GMS to apply for this scholarship opportunity. If you do not have a TSLAC GMS account, please email the TSLAC Grants Team at grants@tsl.texas.gov to request an account.

TSLAC - Grant Portal

Welcome to the Texas State Library and Archives Commission Grant Portal.

We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide.

We look forward to collaborating with you to spark that innovation and provide those services in your community.

The Library Development & Networking Division
TSLAC

(512) 463-5465
grants@tsl.texas.gov
TSLAC Services for Libraries website
TSLAC website
Website policies
Accessibility resources

Use the *"Sign in"* tab to get started.

Step 2: Complete the CAP Grant Application.

- Under the **Grants Tab**, select the option to *"Start a New Grant."*

- **Project Title**: Provide a title for your project associated with the CAP Grant. You may also use "**CAP Grant**" as your title temporarily.

- **Grant Program**: Use the magnifying lens to pull up our available grant programs and select "**Community Advancement Packages (CAP)**" as the Grant Program.

- **Project Manager:** Use the magnifying lens, or *lookup modal* to locate your name in our system. Use *YOURSELF* as the Project Manager.

General

Applicant Organization
—

Project Title *
CAP Grants: Inclusive Outdoor Programming

Grant Program *
Community Advancement Packages (CAP)   ✕   🔍

Project Manager *
Choose yourself as the project manager   🔍

"Save" your application once you have completed this page.

Use the *"launch lookup modal"* to fill in the Grant Program and Project Manager fields.

Save

- Then, "*Save*" your application by selecting the "*Save*" button at the bottom of the page.

Step 3: Complete Narrative Section

Applicant Organization: This section should auto-populate using the information provided on the previous page.

- Verify that the *Project Title, Grant Program*, and *Project Manger* are correct.
- *Firancial Contact/Proxy* is not a required field and can be left blank.

Narrative: Compete the *Program Partners* and *Program Abstract* fields.

- Leave the *Program Partners* field blank if you do not have program partners.
- In the *Program Abstract* field, briefly state how the grant funds will be used and describe the overall objectives of the program. (It's very important that your description is as clear and specific as possible while also remaining brief.)

Financial Contact/Proxy

Leave this filed blank

Leave this field blank.

Narrative

Program Partners

Leave blank if you do not have program partners.

Program Abstract

Briefly state how the grant funds will be used and describe the overall objectives of program.

Criterion 01 – Criterion 04:

NOTE: This grant program is non-competitive. Completed applications from eligible applicants will be accepted and awarded on a first come, first served basis and are subject to availability of funds and Texas State Library and Archives Commission approval. **Limit 2 packages**.

Criterion 01: Use the section titled "**Answer 01**", to describe **Package #1** of the TSLAC CAP Grant Package you wish to receive.

- In the Answer 01 text box, list only one package.
- Answer how will you use requested package to enhance or develop library programs or services.

Criterion 01

Requested Package #1: List the TSLAC CAP Grant Package you wish to receive (Limit: 2 packages). How will you use requested package(s) to enhance or develop library programs or services?

Criterion 01 Points

0

Answer 01

Enter your response to "**Criterion 01**" in "**Answer 01**" section.

Criterion 02: Use the section titled "***Answer 02***", if you are requesting a second TSLAC CAP Grant Package.

- List Package #2 of the TSLAC CAP Grant Package you wish to receive (Limit: 2 packages).
- Use the space titled ***"Answer 02"*** to answer how will you use requested package(s) to enhance or develop library programs or services?
- If you are only requesting one package, type "NA" into the narrative space.

Criterion 02

Requested Package #2: List the TSLAC CAP Grant Package you wish to receive (Limit: 2 packages). How will you use requested package(s) to enhance or develop library programs or services? If you are only requesting on package, type "NA" into the narrative space.

Use the "***Answer 02***" section to respond to ***Criterion 02***"

Criterion 02 Points

0

Answer 02

Enter your response to "***Criterion 02***" in "***Answer 02***" section. If you are not requesting a second package, enter N/A.

Criterion 03 (25 points): Use the section titled "***Answer 03***", to provide the estimated Budget for **Package #1.**

- Indicate what items the library will purchase for **Package 1.**
- Include estimated costs of each item.
- Add up all costs for Package 1 and place the total expenditure in the Supplies/Materials category narrative in the budget table. (Example: Package 1 = $3,467.00)

Criterion 03

Budget (Package #1): Please indicate what items the library will purchase for Package 1. Include estimated costs of each item. Add up all costs for Package 1 and place the total expenditure in the Supplies/Materials category narrative in the budget table. (Example: Package 1 = $3,467.00)

If you are requesting two packages, the requested amount in the grant fund box of the budget table will include totals for Package 1 and Package 2 (Example: Package 1 = $3,467.00, Package 2 = $4,997.00, total requested amount = $8,464.00)

Criterion 03 Points

0

Answer 03

Enter your response to "***Criterion 03***" in "***Answer 03***" section. Use this space to provide budget for only package 1.

Criterion 04: Use the section titled "***Answer 04***", to provide the estimated Budget for **Package #2**.

- Indicate what items the library will purchase for **Package #2**.
- Include estimated costs of each item.
- If you are only requesting one package, type "NA" into the narrative space.
- Add up all costs for **Package #2** and place the total expenditure in the Supplies/Materials category narrative. (Example: Package 2 = $4,997.00)

Criterion 04

Budget (Package #2): Please indicate what items the library will purchase for Package 2. Include estimated costs of each item. If you are only requesting one package, type "NA" into the narrative space. Add up all costs for Package 2 and place the total expenditure in the Supplies/Materials category narrative. (Example: Package 2 = $4,997.00)

If you are requesting two packages, the requested amount in the grant fund box of the budget table will include totals for Package 1 and Package 2 (Example: Package 1 = $3,467.00, Package 2 = $4,997.00, total requested amount = $8,464.00)

Criterion 04 Points

0

Answer 04

Enter your response to "***Criterion 04***" in "***Answer 04***" section. Use this space to provide budget for only **Package #2**. If you are only requesting one package, type **"NA"** into the "***Answer 04 textbox***."

Step 4: Complete the Budget Section.

Use this section to provide an estimated cost of the requested package(s).

- Most of these fields can be left blank or at the default of zero.
- Completing the budget section:
  - Capitalization Level – Leave blank
  - Salaries/Wages/Benefits – Leave at Zero
  - Salaries/Wages/Benefits Other Funds – Leave at Zero
  - Salaries/Wages/Benefits Description – Leave field blank

Budget

Leave the highlighted fields blank or at zero.

Capitalization Level	Max Grant Amount
Leave this field blank	$750,000.00

Salaries/Wages/Benefits	Salaries/Wages/Benefits Other Funds	Total Salaries/Wages/Benefits
$ 0	$ 0	$0

Salaries/Wages/Benefits Description

Please leave this field blank - you will not need to enter information into this section.

Budget – Continued

- ***Consultant Fees, Consultant Fees Other Funds*** and ***Consultant Fees Description***
  - ○ Leave the fields related to consultant fields blank or at the default of zero.
- ***Travel, Travel Other Funds,*** and ***Travel Description***
  - ○ Leave the fields related to travel blank or at the default of zero.

Consultant Fees	Consultant Fees Other Funds	Total Consultant Fees
$ 0	$ 0	$0

Consultant Fees Description

Leave highlighted fields blank or at zero.

Travel	Travel Other Funds	Total Travel
$ 0	$ 0	$0

Travel Description

Leave highlighted fields blank or at zero.

- ***Supplies/Materials –*** enter "$5000
- Leave ***Supplies/Materials Other Funds*** at "zero"
- Under Supplies/Materials Description include costs from package 1 and 2.
  - ○ Refer to Criterion 2 and Criterion 3 of your application for package costs.
- ***Equipment, Equipment Other Funds,*** and ***Equipment Description***
  - ○ Leave the fields related to equipment blank or at the default of zero.

Supplies/Materials	Supplies/Materials Other Funds	Total Supplies/Materials
$ $5000	$ $0	$5,000

Supplies/Material Description

Include costs from package 1 and 2 - refer to criterion 2 & 3 for package costs.

Equipment	Equipment Other Funds	Total Equipment
$ $0	$ $0	$5,000

Equipment Description

Leave field empty/blank.

- ***Services, Services Other Funds*** and ***Services Description***
  - ○ Leave the fields related to services blank or at the default of zero.

Services

$ **$0**

Services Other Funds

$ **$0**

Total Services

$0

Services Description

Leave field empty/blank.

- ***Base, Indirect Rate,*** and ***Indirect Costs Description***
  - ○ Leave the fields related to direct and indirect costs blank or at the default of zero.
- Leave ***Expected Program Income*** field blank/empty.

Total Direct Costs

$10,000

Total Direct Other Funds

$0

Total Direct Total Costs

$10,000

Base

$ **$0**

Indirect Rate (0.00-1.00)

0.0000

Indirect Costs

$0

Indirect Costs Total Cost

$0

Indirect Costs Description

Leave field empty/blank.

Total Grant Fund

$10,000

Total Other Funds

$0

Total Costs

$10,000

Expected Program Income

Leave field empty/blank.

**Save you grant before submitting required documentation. **

Step 5: Submit Additional Documentation and Comments

Add Documentation: Required documentation that will need to be submitted with your application form include ==**Application certification form**== (print, sign, and upload) and the ==**Children's Internet Protection Act (CIPA)**== certification form (print, sign, and upload).

- **Application certification form** can be found at the top of your grant application.
  - o Print the **Application certification form.**
  - o The **Application certification form** should be signed by someone legally empowered to enter into contracts on behalf of the library.

Grant

| 🖨 Print Grant Application | 🖨 Application Certification (Signature) Form | | Add Documentation | Save | Submit Grant |

General

Applicant Organization
Texas State Library & Archives Commission

Application Number
2663

Project Title *
CAP Grants: Inclusive Outdoor Programming

Legal Entity
State of Texas

Grant Program *

Status Reason

> Print and sign **Application Certification (Signature) Form)**

- **Children's Internet Protection Act (CIPA)** certification form can be found on the home screen of the TSLAC Grant Portal page under the **Documents** tab.
  - o Select, download, and print the document titled "**CIPA 2022.doc test**"
  - o The *Children's Internet Protection Act (CIPA)* certification form will need to be signed by library director.

TSLAC - Grant Portal

🏠 | Accounts | Contacts | Grants | NC Grants | Grant Reviews | RFF | Performance Report | Final Report | Pre-Award Assessment | Program Change Request | Budget Change Request | Documents | Laura Tadena ▾

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We provide funding for innovation and services to help libraries meet the information and learning needs of Texans statewide.

📞 (512) 463-5465
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🔗 TSLAC S

> Navigate to the **Documents** tab on the home screen of the TSLAC Grant Portal webpage.

TSLAC - Grant Portal

🏠 | Accounts | Contacts | Grants | NC Grants | Grant Reviews | RFF | Performance Report | Final Repor

Public Documents

Name

📁 2020 Competitive Grants
📄 CIPA 2021.doc test
📁 2021 Competitive Grants
📁 2021 ILL Lending Reimbursement Program
📄 CIPA 2022.doc test
📁 2023 Competitive Grants
📁 Funding Guidance - State and Federal

> Select and download the file title "**CIPA 2022.doc test**"

- Scan documents and upload files.
  - At the top of your grant application, select **Add Documentation** *tab to upload the* ***Application certification form and the Children's Internet Protection Act (CIPA)*** certification form.

TSLAC - Grant Portal

Grant

🖶 Print Grant Application | 🖶 Application Certification (Signature) Form | Add Documentation | Save | Submit Grant

General

Applicant Organization

Texas State Library & Archives Commission

Navigate to the *"Add Documentation"* tab on the top of the CAP Grant Application.

  - Select "Choose File" and upload a signed copy of your **Application certification form** and the **Children's Internet Protection Act (CIPA)** certification form.

Add note   ✕

Note

"Choose File" to upload required documentation.

Attach a file   Choose File No file chosen

Add note   Cancel

Status Reason

Last step: **Review your application** and **submit your grant** by 11:59 p.m. Central Time, Friday, April 1, 2022.
Need Help?

Contact Information: If you have questions about the TSLAC CAP Grant Program or need assistance with the application process, please contact the TSLAC Grants Team at grants@tsl.texas.gov.

If you are unable to submit your application and/or required documentation via GMS, *you may submit documents via mail, e-mail, or fax*. Applications must be postmarked by the deadline.

Please send to the attention of: CAP Grants, Library Development & Networking Division

Mail Address: Library Development & Networking Division,
TSLAC, P. O. Box 12927,
Austin, TX 78711

Email: grants@tsl.texas.gov

Fax Phone Number: 512-936-2306

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